



## TOWN OF BELMONT

### Employment Opportunity

The Town of Belmont is now accepting applications for the **full-time** position of:

#### **HUMAN RESOURCES GENERALIST/BENEFITS COORDINATOR**

**Human Resources Department**

**Salary Range: \$66,717.39 - \$72,000**

**Applicants must submit the required Town of Belmont application form, resume and cover letter to the Town's Human Resources Department by **October 30, 2020**.**

The Town of Belmont seeks qualified applicants for the full time (40 hours) position of Human Resources Generalist with the Town's Human Resources Department. This position reports to the Human Resources Director, and assists with all functions of Human Resources.

Primary duties of this position include, but are not limited to, conducting new hire orientations and processing of all related benefits paperwork; organizing Annual Benefit Fairs and administration of Open Enrollment; assisting prospective and current employees and retirees with insurance and benefit related questions; working closely with payroll and the Belmont Retirement office to insure proper accounting of benefits deductions and changes; monthly reconciliation of all benefit provider invoices, payroll deductions, enrollments and cash payments; administration of COBRA; process life insurance claims; working with employees, retirees and benefit providers to resolve questions and issues with coverage or billing; assist with routine annual reporting requirements and public records requests; and assist with benefits related projects.

This position is also responsible for a variety of projects and activities requiring comprehensive knowledge of both the Human Resources and familiarity with laws, procedures, rules and regulations. Manages ACA reporting, including annual production of 1095-C and 1094-C forms. Manages on-boarding of new hires and completes exit interviews for departing employees. Plans and implements employee training and wellness programs. Assists with and participates in collective bargaining negotiations as requested. Provides support and makes recommendations to managers and employees regarding employment issues, basic contract provisions and related matters. Assists the Human Resources Director with job description creation, compensation studies and benefits evaluation. Administers the office in the absence of the Director. Other related duties as assigned.

Requires a bachelor's degree in human resource management or public administration, with five years prior office experience working with the public, or any equivalent combination of education, training and experience. Requires comprehensive knowledge on human resources laws and regulations on the local, state and federal level; experience with benefits administration a must. Municipal experience and experience using MUNIS software is highly preferred.

The starting salary range is \$66,717.39 to \$72,000. Town Hall Hours are Mondays, 8:00 a.m. to 7:00 p.m.; Tuesdays, Wednesdays and Thursdays, 8:00 a.m. to 4:00 p.m. and Fridays, 8:00 a.m. to 12:00 p.m. This position qualifies for the Town's comprehensive benefits package, including health, dental and life insurance, as well as paid vacation, sick, personal, and holiday leave. This position also qualifies for the Town's pension system.

Cover letters, Town of Belmont job application (*required*) and resumes accepted at the Human Resources Department, 455 Concord Avenue, Belmont, MA 02478 or [humanresources@belmont-ma.gov](mailto:humanresources@belmont-ma.gov) or fax (617) 993-2741 by the closing date of **October 30, 2020**.

The Town of Belmont is an Equal Opportunity Employer.



## Application Process

All applicants are **required** to complete a Town application form, available from the Town's website, [www.belmont-ma.gov](http://www.belmont-ma.gov), by emailing [humanresources@belmont-ma.gov](mailto:humanresources@belmont-ma.gov), calling (617) 993-2740 or by visiting the Human Resources Department at the Belmont Town Hall. Applicants may attach resumes to the Town application form as additional information but cannot use this in lieu of completing the required form.

All full-time and some part-time employees will need to complete a pre-employment physical and drug-screening examination. Certain positions will also require a CORI criminal background screening. The Town reserves the right to modify the application deadline and/or accept applications after the deadline in order to best serve the interest of the community.

After the submission deadline, the Human Resources Department and a review committee will review all completed applications and will select the most highly-qualified respondents for interviews. The Town will acknowledge receipt of completed applications that it receives and will only further contact individuals who the Town selects to interview.

Individuals who need accommodations in order to participate in this process should contact the Town's Human Resources Department. Please address all questions regarding the Town's hiring process to:

Human Resources Department  
Town of Belmont  
455 Concord Avenue  
Belmont, Massachusetts 02478  
(617) 993-2740  
[humanresources@belmont-ma.gov](mailto:humanresources@belmont-ma.gov)